

**APPROVED 9/3/2002**

State of Texas  
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series  
Item #

5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD  
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

\_\_\_ ORIGINAL SUBMISSION  
\_\_\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

824C - BUREAU OF FOOD & DRUG SAFETY - LICENSURE											
4962	LICENSURE APPLICATIONS (INCLUDES FREE SALE/ORIGIN APPLICATIONS)	FE+2		FE+2	C		O	X			PAPER, MICROFICHE, ELECTRONIC. PAPER COPY DESTROYED AFTER AC, AC=SCANNED. MICROFICHE/ELECTRONIC MEDIUMS KEPT FOR BALANCE OF RETENTION PERIOD
4984	LICENSURE ACCOUNT FILES	FE+6		FE+6	C		E	X			
4996	LICENSURE PRINT OUT AND VOID LOGS	FE+2		FE+2	C		P	X			
5005	OOB NOTIFICATIONS FROM PUBLIC	FE+2		FE+2	C		O	X			PAPER, ELECTRONIC
5015	REFUNDS PROCESSED/DENIED	AC+FE+2		AC+FE+2	C		O	X			PAPER, MICROFICHE, ELECTRONIC; AC=PAPER SCANNED, THEN DESTROYED. MICROFICHE/ELECTRONIC MEDIA KEPT FOR BALANCE OF RETENTION PERIOD
5065	LICENSE RENEWAL LIST	AC+FE+2		AC+FE+2	O		O	X			PAPER, MICROFICHE, ELECTRONIC; AC=PAPER SCANNED, THEN DESTROYED. MICROFICHE/ELECTRONIC MEDIA KEPT FOR BALANCE OF RETENTION PERIOD
1.1.006	542 COMPLAINT FILE - RECORDS PERTAINING TO RESOLUTION OF COMPLAINT	AC+2		AC+2	O		P				IF BECOMES SUBJECT OF LITIGATION, IS SUBJECT TO RETENTION PERIOD OF 1.1.048. AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.007	5009 CORRESPONDENCE, ADMINISTRATIVE	3		3	C	R	P	X			
1.1.008	2697 CORRESPONDENCE - GENERAL	1		1	O		P				
1.1.010	2699 GENERAL OFFICE POLICIES AND PROCEDURES/DIRECTIVES	US+1		US+1	O		P				
1.1.014	2700 LEGAL OPINIONS & ADVICE - AGENCY OPINIONS FROM LEGAL OFFICE/ATTORNEY GENERAL'S OFFICE	AV		AV	O	R	P				
1.1.020	5151 OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		O				AC=DATE REQUEST IS FULFILLED; PAPER, ELECTRONIC

RETENTION CODES (Field 7)

\* - All Audit Requirements Will Be Met  
AC - After Closed, Terminated, Completed, Expired, Settled  
AV - As Long As Administratively Valuable  
CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset  
MO - Months  
PM - Permanent  
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper  
M - Microfilm  
C - Computer Print-Out  
E - Electronic  
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State  
I - Retain in Agency  
R - Review by State  
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record  
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

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1.1.021	5150	OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		O		AC=DATE OF DENIAL OF REQUEST; PAPER, ELECTRONIC
1.1.023	2702	ORGANIZATION CHARTS	US		US	O	A	P		
1.1.025	2690	RULES, REGULATIONS, POLICIES & PROCEDURES	US+3		US+3	O	R	P	X	
1.1.025	2705	POLICY & PROCEDURE MANUALS	US+3		US+3	O	R	P	X	
1.1.048	5089	LITIGATION FILES	AC+1		AC+1	C	R	O	X	PAPER, ELECTRONIC. AC=AS APPLICABLE, DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT OF WANT OF PROSECUTION OR ON A MOTION OF THE PLAINTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT.
1.1.057	2710	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC
1.1.069	567	ACTIVITY OR WORKLOAD MONITORING	1		1	O		P		
3.3	2711	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2	O		P		
5.1.015	2692	LOGS FOR CORRESPONDENCE/PACKAGES (FROM U.S. POSTAL SERVICE OR PRIVATE CARRIERS)	1		1	O		P		
5.2.010	2713	EQUIPMENT MANUALS	LA		LA	O		P		
5.5.002	2714	LONG DISTANCE TELEPHONE LOGS	AV		AV	O		P		
5.5.007	1553	DISPUTED CALL DOCUMENTATION	FE+3		FE+3	O		P		

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